

# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

MESRA, RANCHI – 835215 (INDIA)

Ref. No. GO/Estb/Comtt/Scrap/21-22/7985

03 January 2022

## OFFICE ORDER

### COMMITTEE FOR SCRAP DISPOSAL

A Standing Committee is being hereby constituted as under:

Sl. No	Designation	Role	Responsibilities (in addition to being a member)
1.	Registrar	Chairman	
2.	Deputy Comptroller (Accounts)	Member	To look over Financial and Accounting aspects of Scrap Disposal process; Ensure the payment is received as per agreed terms; Advance payment/security deposit is received in time; Release of Security Deposit if any after complete process is over.
3.	Deputy Finance Officer	Member	
4.	Assoc. I/c Security	Member	To monitor the security protocols in Scrap Disposal Process; Ensuring that only authorized material is being taken out of the campus by the vendor.
5.	Deputy Registrar (E&HR)	Member	To share knowledge and experiences of the previous year's Scrap Disposal Process and assist in issuance of any Instructions/Notice/ Circulars, if required to be issued from General Office.
6.	Deputy Registrar (Purchase)	Member	Prepare the tender/auction documents for inviting the vendors. Suggest base price wherever required. Other paper formalities for conducting the auction process.
7.	Dr. Amit Tiwari Assistant Professor Dept. of Chem. Engg.)	Member	Useability of Scrap, Compliances of statutory norms and Scrap of equipments purchased out of Govt. funds.
8.	Assistant Registrar (I/c General Stores)	Member	To ensure suitable entries in Stock Registers for scrap disposal process, recommendation of reserve price for valuable assets while tendering, Weight measurement certification, maintaining list of Scrap Vendors of different categories
9.	Assistant Registrar (I/c Estate Office)	Member Secretary	Apart from below mentioned role of Member Secretary, allocation and safe storage of scrap materials, executing tender/auction process, coordination with Scrap Vendor during Scrap Disposal Process,

#### Scope of the Committee:

The Committee shall be responsible for formulation of Scrap Disposal Policy of the Institute. It shall look after disposal of all kinds of Scrap Materials/ Assets (such as Paper, Metal, Vehicle, Bio-Medical wastes, Electronics and Electrical waste etc.) being declared from time to time.

The Committee shall be responsible for valuation of the equipment/items proposed to be auctioned as scrap as it is very important from the point of view of accounting entries.

Inventory records of items declared as Scrap should be maintained based on declaration obtained from Scrap Originating Department/ Section. Any Scrap Declaration from Department/ Section shall only be accepted at Scrap Collection Site, if it is received in prescribed format as notified by the Committee, duly signed by Departmental Scrap Declaration Committee members. Though, departments are expected to make entries of date of purchase and value of the equipment,





however, this may not have been maintained by some sections. In such cases, help of Stores, Purchase or Accounts team may be required to be extended to the Departments/Sections to enable them to identify the month or year of purchase.

It will be responsible for Segregation of Scrap as per the norms, Scrap Vendor Registration, Tie Ups with Online Scrap Auction websites, Ascertaining MSQ (Minimal Scrap Quantity) to be stored as well as MSP (Minimal Sale Price), tendering/ auctioning of scrap materials, processing of such tenders and allocation of tender to successful bidder.

Compliance of statutory norms laid by JSPCB, and other Norms for Scrap Disposal shall also be monitored by the Committee and finding other meaningful sources of disposal or usability of scrap. In case of Electronic/ IT Scraps disposal/disposal should be done with Licensed vendor only.

The physical labelling of assets was done earlier by a team of auditors who were assigned the job of physical verification a couple of years ago. The Committee shall be responsible to organize its up-dation as on date. The implementation of affixing bar codes or stickers with asset serial number and classification code, with the purchase price, will be of great value while disposing off capital assets as scrap. OEM (Original Equipment Manufacturer) should be consulted to explore the buyback/ upgradation of such goods. Scrap materials being disposed should be written off from the Fixed Asset Register.

It will be responsible for Scrap Vendor Registration, tendering/ auctioning of scrap materials, processing of such tenders and allocation of tender to the successful bidder, with due approval of the Competent Authority.

Compliance of statutory norms for Scrap Disposal shall also be monitored by the Committee.

**Tenure:** Till further orders.

**Meetings and Quorum:** The Committee shall meet as often as may be necessary but at least once in three months. and submit its report/feedback/recommendations to the Competent Authority. The attendance of at least six members shall constitute the quorum for the meeting.

**Role of Member Secretary:**

- a) Scheduling and administration of meeting, record-keeping, and governance requirements.
- b) Making sure meetings are regularly organized and minutes recorded efficiently.
- c) Thorough communication and correspondence with all stakeholders.
- d) Hand over material to the vendor after completion of auction and payment process.
- e) Minutes/Recommendations of the Committee shall be duly approved by the Competent Authority.

This is issued with the approval of the Competent Authority, and it supersedes all previous Orders on the subject.

To,

The Chairman and all Members

Copy to:

1. All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer/ Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
7. PS to VC
8. Guard File



  
Registrar